

Importing and Exporting Student Records UPIPS SRR Version 7.0

Exporting Files:

1. Click on the "Begin" button to enter the program.
2. On the right side of the cover page click on the "Go to Find Mode" button.
3. In the "LEA field", enter your district/charter school.
4. On the left side of the cover page, click on the gray "find" button. (This will find all the records you have entered for that district/charter school).
5. From the File Menu, select "Export Records".
6. A dialog box will come up. Choose in the "Look In" drop down box where you want to export it to (i.e., flash drive, desktop). Enter a file name with the LEA, your initials, and Team Number. Below the file name, in the "Save as Type" box, click the down arrow and choose "Merge File" (.mer). It must be saved as a merge file. (i.e., testdistricthh.mer)
7. Click on the "Save" button.
8. Another dialog box will come up, "Specify Field Order for Export". **Choose the down area and find Current Table**. It

must say Current Table (not Current Layout). Then click on the "Move All" button.

9. Click on the "Export" button.

Importing Files:

1. From the File Menu, select "Import Records", choose file.
2. In the "Look In" box, use the down arrow to find where you have saved your data. (i.e., flash drive, desktop)
3. Choose the correct merge file and click the "Open" button.
4. A dialog box will come up, "Import Field Mapping." Click on the "Import" button.
5. Another dialog box will come up, "Import Options". Check the box that says "Perform auto-enter options while importing" and then click on the "Import" button again.
6. Then click "Ok".
7. It will ask you if you want to run a script to delete duplicate records. You can do that by clicking "Yes".
8. You must repeat these steps for each merge file you have saved.

Running Reports:

1. Select LEA for which you want to run the report.
2. Once you have all your data imported, click on the "Summary Reports" button.
3. Next click on the yellow "complete group reports" tab.
4. Then click on the appropriate tab for the report you want on the right hand side of the screen.
5. It will generate your report. Once it is finished, you may scroll through the pages using the arrows on the left hand side of the screen. You may also print the report.